



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Agency: Alcohol and Tobacco Commission		BU: 000230
Division: Alcohol - All		Section/District: Central Office
Job Title: Governor's Summer Intern		Job Opening ID # : 577619
Working Title (if different from above):		
Reports To: Alcohol and Tobacco Commission Chairman		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date: May 2012

Purpose of Position/Summary:

The Governor's Summer Intern will work on several projects within various departments of Alcohol and Tobacco Commission. This is to provide an opportunity for college intern students to receive hands-on work experience in their program. The intern will assist with special assignments related to his/her major area of concentration.

Essential Duties/Responsibilities:

- Pull files for processors within 24 hours after receiving applications.
- File Local Board voting sheets.
- File Re-issue requests.
- File Extension files.
- File Renewals
- Refill processing files after processors are done with their duties.
- Pick up mail, sort out and deliver to responsible person.
- Pick up permits from Dept. of IOT, sort out and give those to processors.
- Sort out advertising, make copies and give to respective processors.
- File papers for (GHQ) excise.
- Records retention and records management for law enforcement entities

Job Requirements:

- Candidate must possess a general understanding of Criminal Justice methods.
- Ability to communicate effectively;
- Ability to research and document findings;
- Ability to effectively prioritize a variety of projects/functions;
- Ability to establish and maintain effective working relationships with all levels of management;
- Ability to maintain confidentiality;
- Ability to work independently;
- Ability to organize thoughts and ideas in a logical manner;
- Ability to plan and organize the work of other interns;

Difficulty of Work:

Intern utilizes numerous guidelines in performing their assigned duties.

Responsibility:

Intern reports to the Appointing Authority and may work independently at times.

Personal Work Relationships:

Intern will work with immediate supervisor, office staff, Excise, other agencies and the general public at time.

Physical Effort:

Physical activities typically consist of lifting, squatting, twisting and bending.

Working Conditions:

The intern will normally work within an office environment.